

# Personnel Consultant – Federal Govt HR Consulting Washington, D.C. - in Bethesda

**\$51,850-64,812 Entry Level; \$64,816 - \$81,020 Senior Level (DOE)**

## THE POSITION

CPS Human Resource Services seeks applicants for a Personnel Consultant to deliver HR and management consulting services to our federal clients. We are looking for a highly energetic, flexible, and dependable professional who has functioned as a senior HR practitioner in the federal HR environment and is familiar with federal HR operations & hiring practices. This consulting position functions in a high demand, fast-paced work environment. Great position for someone who likes challenges, problem solving and wants to make a difference for clients.

## WHAT'S THE WORK ABOUT?

- ◆ Responding to client requests, preparing proposals and bids for work, and working with project teams for our federal government HR management practice.
- ◆ Working on a variety of projects for clients such as: providing HR staffing and classification services for an agency; developing position descriptions, KSA's and rating criteria for federal positions; providing advice and assistance to federal client in recruitment, staffing, classification, employee relations, position management and administrative support; assisting client in creating an automated personnel action tracking system; mapping Title V and Title 42 processes and working with client to create process improvements and implementation strategies.
- ◆ Serving as a business partner with various federal agencies to develop alternative performance management systems, conduct business process re-engineering, and facilitate change management.
- ◆ Providing ongoing assistance in areas of HR operations, policies and training for federal offices obtaining delegated HR Authority.

## WHAT'S OUR ENVIRONMENT LIKE?

You'll be working with a collegial, collaborative group of professionals who are committed to providing exceptional HR services to federal government clients. The CPS team is diverse with varying HR backgrounds, and includes intelligent, motivated, creative individuals enthusiastic about the CPS mission of improving the quality of HR management in the public sector. We offer exciting, meaningful work where you can use and enhance your expertise, problem solve, lead and influence others and manage diverse HR projects.

## QUALIFICATIONS

**Experience:** **Federal HR operations background and experience; knowledge of Title V rules and regulations.** Excellent organizational and writing skills and broad HR practitioner experience.

**Entry Level :** 1 year relevant experience preferred.

**Senior Level :** 2 years minimum relevant experience required.

**Education:** Equivalent to a Bachelor's Degree in a relevant field.

## SELECTION PROCESS

**Qualified candidates must complete the online application form at:** [www.cps.ca.gov](http://www.cps.ca.gov). Resumes may be attached to the online application. Applications will be screened on a continuous basis during the recruitment period. The most qualified applicants may be invited to participate in an oral interview.

**FINAL FILING DATE:** **Open Until Filled**



## THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

## BENEFITS

Our excellent benefits package includes; PTO of 16 days in first year, 11 paid holidays including Dec 25<sup>th</sup>-Jan 1<sup>st</sup> holiday closure, health insurance effective in 1 month, transit pass benefit of \$1196 annually, business casual attire, and many other competitive benefits such as dental, vision, retirement plan, tuition reimbursement.

## **CPS IS AN EQUAL OPPORTUNITY EMPLOYER**

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



*Human Resource Services*

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800.822.4277 [www.cps.ca.gov](http://www.cps.ca.gov)